

National Chi Nan University Guidelines for Subsidizing Full-time Faculty (Including Project-based Faculty) and Students Attending International Academic Conferences

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1. National Chi Nan University (hereinafter referred to as ‘the University’) aims to encourage full-time faculty (including project-based faculty) and students to present their research findings at international academic conferences, thereby enhancing international academic exchanges and strengthening international mobility. To this end, the University has established these “Guidelines for Subsidizing Full-time Faculty (Including Project-based Faculty) and Students Attending International Academic Conferences” (hereinafter referred to as ‘these Guidelines’).
2. Eligibility for Application:
 - (1) Full-time faculty (including project-based faculty) and enrolled students (excluding those in professional programs for working individuals) of the University.
 - (2) Papers presented at international academic conferences must be published in the name of National Chi Nan University.
 - (3) Those who have applied for financial subsidies from the National Science and Technology Council (hereinafter referred to as ‘NSTC’) or other relevant external organizations but did not receive subsidies; undergraduate students may apply directly.
 - (4) Those who have already received funding from the National Science and Technology Council to attend one international conference within the same fiscal year and, according to regulations, cannot apply for additional funding from the NSTC.
3. Subsidy Items and Amounts:
 - (1) Subsidy Items: The principle is to provide subsidies for airfare, registration fees, and living expenses. However, for international conferences held in Taiwan, only the registration fee is subsidized.
 - (2) Subsidy Amount: A fixed amount is provided, subject to verification and reimbursement. If a student possesses a government-issued low-income or lower-middle-income household certificate, the subsidy amount is increased by NT\$5,000.

Maximum Subsidy Amount (in New Taiwan Dollars)	Asia		Outside of Asia	
	Oral	Poster	Oral	Poster
Full-time Faculty (including project-based faculty)	20,000	15,000	30,000	25,000
Student	15,000	10,000	25,000	20,000

4. How to Apply:

- (1) Applicants should prepare all required documents and submit them to the Office of International and Cross-Strait Affairs (hereinafter referred to as ‘the International Affairs Office’) no later than one month before the conference is held.
- (2) Applications will be reviewed as they are received. Upon receiving documentation of the subsidy application results from the National Science and Technology Council or other external organizations, the International Affairs Office will immediately respond to the applicants with the review results.
- (3) Subsidies are provided based on the order in which the International Affairs Office receives applications until the funds for the current year are exhausted.

5. Required Documents for Application:

- (1) A completed application form.
- (2) A copy of the official invitation letter from the organizing body of the international conference to the applicant, or a copy of the document proving the acceptance of the paper.
- (3) The abstract of the paper to be presented.
- (4) The international conference schedule and any other related conference materials.
- (5) Proof of application for subsidies from the National Science Council or external organizations, as well as proof of not having received subsidies (documents must be completed and submitted no later than one month before the conference is held); undergraduate students are exempt from this requirement.
- (6) Students are required to have their advisor’s recommendation (the recommendation letter should state the student’s foreign language proficiency and the significance of the conference).
- (7) Students from low- or lower-middle-income households must provide proof of their status.

6. Audit Principles:

- (1) The subsidy is limited to one presenter regardless of whether it is co-authored.
- (2) Each applicant may receive a subsidy only once per fiscal year.
- (3) If an applicant receives partial funding from the NSTC or external organizations, and the amount is less than the subsidy provided by this institution, the difference will be covered.
- (4) If the balance of the overseas subsidy expenses under the NSTC funding for the applicant is less than the subsidy amount provided by this institution, the difference will be subsidized.
- (5) Applications for attending international conferences in Mainland China or the Hong Kong and Macao regions will only be considered for subsidies if the conference is organized by an international organization or co-organized in the Mainland region by an international organization.

7. Those who have been approved for subsidies by this institution must follow administrative procedures for prior approval before making any changes or cancellations to their itinerary.

8. Anyone receiving subsidies under these Guidelines must submit a travel report (including presentations, full papers, or posters. Oral presentations should include a recording or transcript of the presentation, and any PowerPoint slides used, must be provided as supporting evidence. For poster presentations, a copy of the poster and photos of the poster display on-site with discussion must be submitted.) and complete the expense reimbursement process within two months from the date of return to the country.

- (1) For those returning to the country after November of each year, if it is not possible to complete the travel report and expense reimbursement within the aforementioned deadline, the International Affairs Office will consolidate and approve the process, which must be completed by January 31 of the following year.
- (2) If the report submission and expense verification are overdue without a special reason, the full amount of the subsidy will be reclaimed, and the right to apply for subsidies will be suspended for one year.

9. These guidelines will be implemented after Administrative Meeting approval.